

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For				Date of Application	
How Did You Learn About Us?					
Advertisement		Friend		Other _____	
Employment Agency		Relative			
Last Name		First Name		Middle Name	
Address		Number		Street	
				City	
				State	
				Zipcode	
Telephone Number(s)			Social Security Number		

Best time to contact you at home is: _____ : _____ AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever filed an application with us before? YES NO
If Yes, give date _____

Have you ever been employed with us before? YES NO
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? YES NO
If Yes, state name, relationship and location _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
Part Time (Please indicate Mornings Afternoon Evenings)
Temporary (Please indicate dates available ____ / ____ - ____ / ____)

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

EMPLOYER:	DATES EMPLOYED		WORK PERFORMED
	From	To	
ADDRESS:			
TELEPHONE NUMBER:	HOURLY RATE/SALARY		
STARTING/PRESENT JOB TITLE:	Starting	Final	
SUPERVISOR:			
REASON FOR LEAVING:	MAY WE CONTACT YES NO		

EMPLOYER:	DATES EMPLOYED		WORK PERFORMED
	From	To	
ADDRESS:			
TELEPHONE NUMBER:	HOURLY RATE/SALARY		
STARTING/PRESENT JOB TITLE:	Starting	Final	
SUPERVISOR:			
REASON FOR LEAVING:	MAY WE CONTACT YES NO		

EMPLOYER:	DATES EMPLOYED		WORK PERFORMED
	From	To	
ADDRESS:			
TELEPHONE NUMBER:	HOURLY RATE/SALARY		
STARTING/PRESENT JOB TITLE:	Starting	Final	
SUPERVISOR:			
REASON FOR LEAVING:	MAY WE CONTACT YES NO		

EMPLOYER:	DATES EMPLOYED		WORK PERFORMED			
	From	To				
ADDRESS:						
TELEPHONE NUMBER:	HOURLY RATE/SALARY					
STARTING/PRESENT JOB TITLE:	Starting	Final				
SUPERVISOR:						
REASON FOR LEAVING:	<table border="0"> <tr> <td>MAY WE CONTACT</td> <td>YES</td> <td>NO</td> </tr> </table>			MAY WE CONTACT	YES	NO
MAY WE CONTACT	YES	NO				

COMMENTS: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business, or civic activities and offices held.
<i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, and other status:</i>

ADDITIONAL INFORMATION
Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Check Skills/Equipment Operated)			
Terminal	Speadsheet	Production/Mobile	
PC/MAC	Word Processing	Machinery(list)	Other(List)
Typewriter	Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

<p>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING</p> <p>Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.</p> <p style="text-align: right;">____ YES ____ NO</p>
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PERSONAL/PROFESSIONAL REFERENCES – Do not include family members or past supervisors.			
NAME	PHONE NUMBER	BEST TIME TO CALL	OCCUPATION
1.			
2.			
3.			

APPLICANT’S STATEMENT
<p>I certify that answers given herein are true and complete.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.</p> <p>This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “<i>at will</i>” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “<i>at will</i>” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.</p> <p>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.</p>

_____ Signature of Applicant	_____ Date
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